



YES FOR EARLY SUCCESS COOPERATIVE CFO COMPLIANCE TASK TRACKING FORM

FREQUENCY	TASK DESCRIPTION	NOTES/DEADLINE
WEEKLY	Review and manage organizational cash flow and forecasting	Every Monday
	Approve invoices and payments ensuring adherence to procurement policies	Every Wednesday
	Communicate financial updates with Executive Director and COO	End of the week
	Monitor financial transactions for compliance and accuracy	Ongoing
	Track expenditures related to Parent Policy Budget	Weekly check-in
	Review contract billing and collection schedules	Weekly monitoring
MONTHLY	Reconcile bank statements and financial reports	5th of the month
	Process payroll and benefits payments	15th & 31st of each month
	Submit monthly financial statements to Executive Director and Board	10th of the month
	Review subcontractor and staff inventory system updates	End of the month
	Generate budget vs. actual financial analysis Support Grant Writing Effort of C-Suite/Manager Team	Monthly reporting
	Ensure contract billing and collections are on track	Monthly check-in
	Oversee financial reporting and compliance with funding agencies	Monthly reporting
	Manage Parent Policy Budget updates and reporting	Monthly review
QUARTERLY	Prepare and present financial updates to the Board of Directors	End of each quarter
	Conduct an internal financial audit for compliance and accuracy	Quarterly review
	Update financial policies and procurement guidelines as needed	Quarterly evaluation
	Analyze and adjust cash flow strategies based on financial performance	Quarterly assessment
	Ensure financial statements align with regulatory and grant requirements	Quarterly compliance check
	Collaborate with HR on salary structure and benefits analysis	Quarterly review
	Review vendor contracts and agreements for efficiency	Quarterly contract assessment



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ANNUAL	Lead the annual budgeting and strategic financial planning process	Start of fiscal year
	Prepare and oversee external financial audits	As scheduled
	Ensure tax filings and annual financial reports are completed	IRS deadline
	Assess financial policies and implement necessary updates	Year-end review
	Evaluate inventory management efficiency and adjust procedures	Annual audit
	Submit final financial report to Board and stakeholders	Year-end review
	Develop long-term financial sustainability strategies	Strategic planning

NOTES:

- Tasks will be tracked using a task management system (e.g., Google Sheets, Asana, or Monday.com) to ensure accountability.
- Urgent financial matters and ad-hoc reports will be addressed as they arise.
- The CFO will coordinate closely with the COO, Executive Director, and Bookkeeper for smooth financial operations.